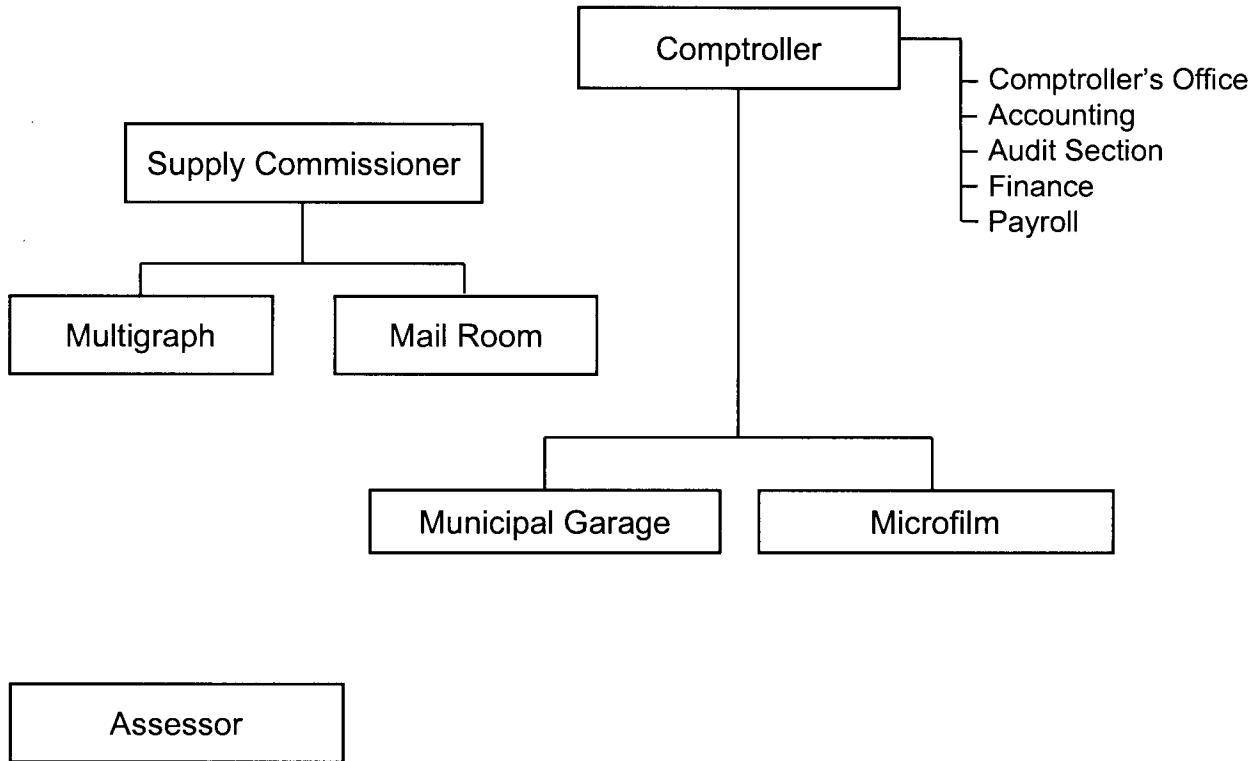


## **DEPARTMENT OF FINANCE**

# DEPARTMENT OF FINANCE



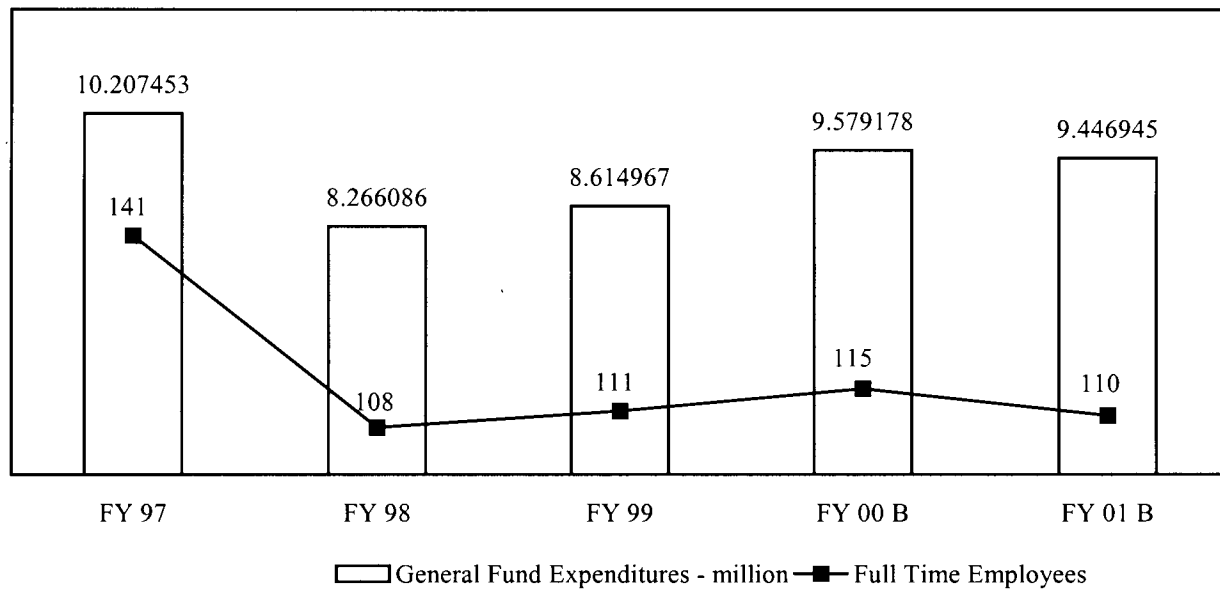
# FINANCE

<b>Budget By Division</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
160 Comptroller	6,478,964	7,469,519	7,075,446
162 Municipal Garage	225,890	203,734	222,765
163 Microfilm Section	268,750	290,629	306,239
170 Supply Commissioner	493,489	508,409	548,259
171 Multigraph Section	1,147,874	1,106,887	1,294,236
<b>Total General Fund</b>	<b>\$8,614,967</b>	<b>\$9,579,178</b>	<b>\$9,446,945</b>
Lateral Sewer Fund	47,935	48,993	47,467
Columbia Bottoms	28,177	5,000	5,000
Tax Increment Financings	1,851,000	1,889,611	1,894,136
Trustee Lease Fund	0	1,501,570	4,149,220
Mail Room Service Fund	394,296	839,601	827,450
180 Assessor (Assessment Fund)	3,258,477	3,453,803	3,627,974
<b>Total Department All Funds</b>	<b>\$14,194,852</b>	<b>\$17,317,756</b>	<b>\$19,998,192</b>

<b>Personnel By Division</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
160 Comptroller	72.8	77.6	73.1
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	8.0	7.0	7.0
170 Supply Commissioner	11.0	11.0	11.0
171 Multigraph Section	12.0	12.0	12.0
<b>Total General Fund</b>	<b>110.8</b>	<b>114.6</b>	<b>110.1</b>
172 Mail Room	5.0	5.0	5.0
180 Assessor (Assessment Fund)	83.0	81.0	80.0
Grant and Other Funds	22.2	21.4	24.0
<b>Total Department All Funds</b>	<b>221.0</b>	<b>222.0</b>	<b>219.0</b>

# FINANCE

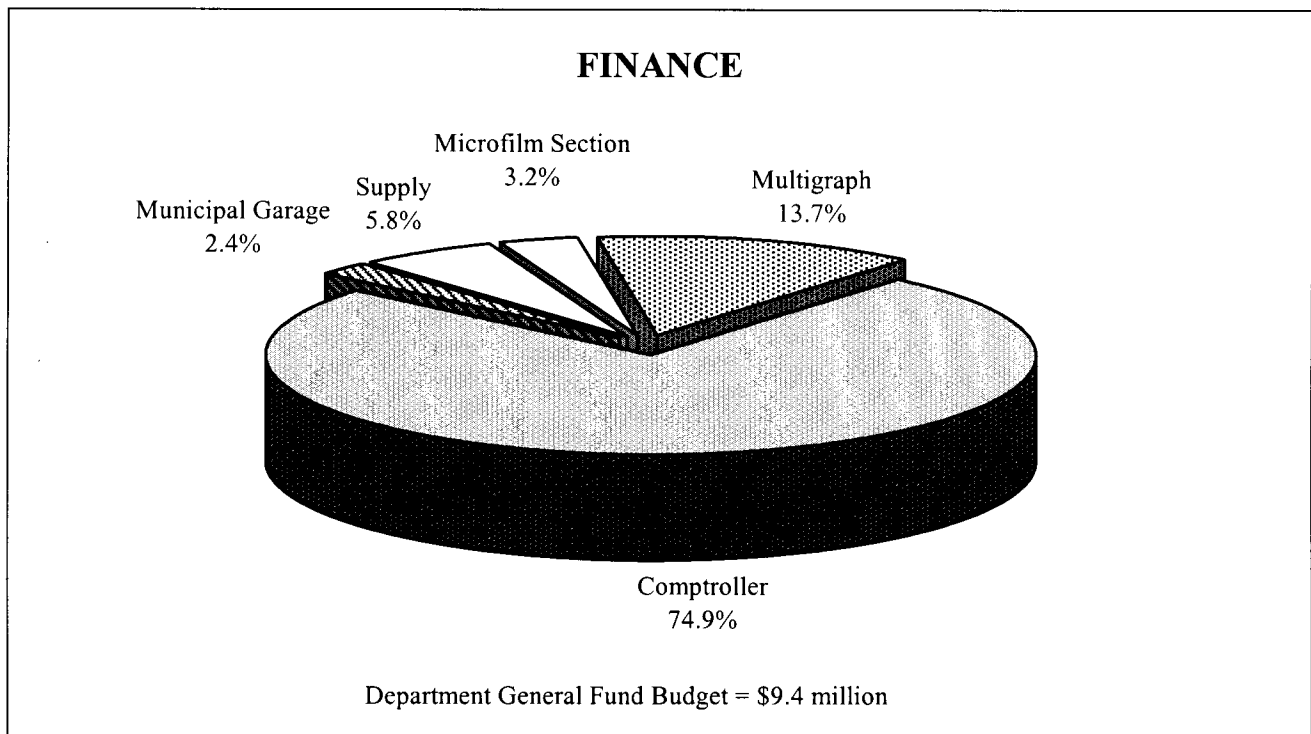
## FINANCE



## Major Goals and Highlights

- o Process nearly 5,700 supply requisitions and 130 purchase contracts
- o Develop digital printing method at Multigraph that will speed up delivery of printed products while reducing costs
- o Provide printed materials for four scheduled elections
- o Successfully transition convention center / stadium insurance coverage obligation from City to CVC
- o Establish a website on the City's home page to provide citizens with Assessor's office information
- o Seek professional certifications for buyers and officers of the Supply Division
- o Establish electronic form usage in Multigraph

# FINANCE



- o Seek to improve forms for filing manufacturer's property taxes
- o Coordinate for delivery over 1.8 million pieces of outgoing mail
- o Develop a Web page and other on-line purchasing methods for Supply Division

Department: Finance  
Division: 160 Comptroller

**Division Budget**

**Services Provided & FY01 Highlights**

The Comptroller's Office supervises the fiscal affairs of the City. It is responsible for all accounting, payroll and auditing functions as well as supervision of the Municipal Garage, and Microfilm Section. The Comptroller's office also manages the City's telecommunications services and oversees payment on such expense items as the City's insurance policies and sewer bills. The Comptroller is one of three members of the City's Board of Estimate and Apportionment. The Comptroller's Office serves as the cost center for payment on the principal and interest on Tax Increment Revenue bonds and certain administrative costs for the Lateral Sewer Line program. The budget also contains payments from the Trustee Lease Fund. The Trustee Lease Fund contains revenues such as interest on debt service reserves from various lease debt agreements. These funds are held by a trustee with their use restricted to offset lease payments. The Comptroller's office will pursue such initiatives as replacing the letter of credit on the convention center debt with bond insurance to save \$850,000, completing the new general obligation debt issue as well as completion bonds for the justice center and continuing to enhance the capabilities of its internal audit section.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	3,069,292	3,526,757	3,510,246
Supplies	28,670	32,000	40,970
Materials	0	0	0
Equipment	86,332	145,000	123,300
Contractual Services	228,749	369,390	205,274
Fixed and Miscellaneous Charges	3,065,921	3,396,372	3,195,656
<b>Total General Fund</b>	<b>\$6,478,964</b>	<b>\$7,469,519</b>	<b>\$7,075,446</b>
Lateral Sewer Fund	\$47,935	\$48,993	\$47,467
Columbia Bottoms	\$28,177	\$5,000	\$5,000
Tax Increment Financings	\$1,851,000	\$1,889,611	\$1,894,136
Trustee Lease Fund	\$0	\$1,501,570	\$4,149,220
<b>Total Budget All Funds</b>	<b>\$8,406,076</b>	<b>\$10,914,693</b>	<b>\$13,171,269</b>
<b>Number of Full Time Positions</b>			
General Fund	72.8	77.6	73.1
Other	21.2	20.4	23.0
<b>Total</b>	<b>94.0</b>	<b>98.0</b>	<b>96.00</b>

Department: Finance  
Division: 162 Municipal Garage

**Division Budget**

**Services Provided & FY01 Highlights**

This Division is responsible for the maintenance of the Municipal Garage, which has a capacity of 435 parking spaces, and the City owned vehicles located in the garage.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	216,011	189,584	208,535
Supplies	3,363	4,150	3,730
Materials	0	0	0
Equipment	0	0	0
Contractual Services	4,682	5,000	5,500
Fixed and Miscellaneous Charges	1,834	5,000	5,000
<b>Total General Fund</b>	<b>\$225,890</b>	<b>\$203,734</b>	<b>\$222,765</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$225,890</b>	<b>\$203,734</b>	<b>\$222,765</b>
<b>Number of Full Time Positions</b>			
General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

Department: Finance  
Division: 163 Microfilm Section

**Division Budget**

**Services Provided & FY01 Highlights**

The Microfilm Section is responsible for microfilming or scanning documents received from various departments as well as maintaining and providing records in the archival library. This Division also provides City Departments with document reproduction and general copying services.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	224,577	195,629	214,595
Supplies	17,043	25,000	24,644
Materials	0	0	0
Equipment	14,570	32,000	32,000
Contractual Services	12,560	38,000	35,000
Fixed and Miscellaneous Charges	0	0	0
<b>Total General Fund</b>	<b>\$268,750</b>	<b>\$290,629</b>	<b>\$306,239</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$268,750</b>	<b>\$290,629</b>	<b>\$306,239</b>
<b>Number of Full Time Positions</b>			
General Fund	8.0	7.0	7.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>8.0</b>	<b>7.0</b>	<b>7.0</b>



Department: Finance  
Division: 170 Supply Commissioner

## Division Budget

### Services Provided & FY01 Highlights

The Supply Division is responsible for the procurement of all supplies, equipment, equipment maintenance and selected services for all City departments. The division processes approximately 5,700 requisitions per year and administers approximately 130 purchase contracts. In FY00, Supply developed new contracts for services ranging from solid runway deicers to x-ray services for the Corrections Division. In FY01, Supply will provide training opportunities for employees to obtain professional certification as certified public purchasing buyers and officers and will offer purchasing procedures training courses to City departments. The department will also continue its efforts to implement a purchasing item file system that will identify repeat purchases in order to expand contractual opportunities. The division will also maintain a Web page for bid information and develop on-line process' for bidding and issuing purchase orders.

General Fund Budget By Expenditure Category	Actual FY99	Budget FY00	Budget FY01
Personal Services	465,567	478,059	519,759
Supplies	2,824	3,350	3,300
Materials	0	0	0
Equipment	0	3,000	0
Contractual Services	24,222	23,000	24,200
Fixed and Miscellaneous Charges	876	1,000	1,000
<b>Total General Fund</b>	<b>\$493,489</b>	<b>\$508,409</b>	<b>\$548,259</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$493,489</b>	<b>\$508,409</b>	<b>\$548,259</b>
<b>Number of Full Time Positions</b>			
General Fund	11.0	11.0	11.0
Other	1.0	1.0	1.0
<b>Total</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>

Service Description	Actual FY99	Estimated FY00	Estimated FY01
o Process supply requisitions	6,200	5,700	5,700
o Contract administration	133	130	130

Department: Finance  
Division: 171 Multigraph Section

**Division Budget**

**Services Provided & FY01 Highlights**

The Multigraph Section provides the various forms, brochures, letterheads and informational materials required by the City's departments and agencies. Multigraph provides typesetting, graphic design, photography, press work and bindery services. For printing services not provided in-house, Multigraph is responsible for writing specifications and bids for specialized printing to private vendors. The Multigraph Division provides printing services to City agencies. In FY01, Multigraph will be providing printed materials for the four elections that are scheduled during the fiscal year. Multigraph will also be working toward printing to plates digitally thus eliminating film in some production while speeding up delivery and reducing costs. A database will also be created that tracks the history of printing forms used citywide. It is hoped that this information will help to project future usage more accurately and prevent additional expenses associated with emergency orders.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	432,926	444,770	477,154
Supplies	231,980	179,494	213,750
Materials	0	0	0
Equipment	48,291	4,000	5,500
Contractual Services	62,998	60,623	66,832
Fixed and Miscellaneous Charges	371,679	418,000	531,000
<b>Total General Fund</b>	<b>\$1,147,874</b>	<b>\$1,106,887</b>	<b>\$1,294,236</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,147,874</b>	<b>\$1,106,887</b>	<b>\$1,294,236</b>

**Number of Full Time Positions**

General Fund	12.0	12.0	12.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>

<b>Service Description</b>	<b>Actual FY99</b>	<b>Estimated FY00</b>	<b>Estimated FY01</b>
o Pre-press composing - typesetting	582	660	695
o Press bindery service - print requests	1,402	1,485	1,565
o Copy services - duplication jobs	560	495	620
o Commercial job requests	297	330	342

Department: Finance  
Division: 172 Mail Room

**Program Budget**

**Services Provided & FY01 Highlights**

The City began operating a centralized mail room during FY95. The mail room coordinates both outgoing City mail and mail between City offices. By consolidating outgoing mail and standardizing to meet the Postal Service guidelines for "C.A.S.S Bar Coding" automated mailing, the City receives discounted postage rates and thereby reduces postage expenses. Mail room services also reduce the need for messenger service required by certain departments. This program also offers a inserting service to departments, where computer generated mailings are separated and inserted in to envelopes, saving hand labor by the departments. The mail room in FY00 saved the city over \$40,000 in postal rate costs with bar coding and presorting of mail. In FY01 this program will continue to reduce operating costs and increase efficiency.

<b>Budget By Expenditure Category</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	107,383	129,401	146,893
Supplies	3,283	4,500	4,700
Materials	0	0	0
Equipment	1,126	0	0
Contractual Services	281,773	704,200	674,700
Fixed and Miscellaneous Charges	731	1,500	1,157
<b>Total</b>	<b>\$394,296</b>	<b>\$839,601</b>	<b>\$827,450</b>

**Number of Full Time Positions**

General Fund	0.0	0.0	0.0
Other	5.0	5.0	5.0
<b>Total</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

<b>Service Description</b>	<b>Actual FY99</b>	<b>Estimated FY00</b>	<b>Estimated FY01</b>
o Coordinate outgoing mail	1,751,000	1,845,000	1,850,000
o Deliver internal mail	94,200	100,000	100,000
o Special volume mailing (discounted)	42,560	24,700	225,000
o Inserting in envelopes	514,000	520,000	550,000

Department: Finance  
Division: 180 Assessor

## Division Budget

### Services Provided & FY01 Highlights

The responsibility of the Assessor's office is to assess real and personal property, keep records of all real estate transactions and maintain a current record of property ownership in the City. In every odd year, the Assessor will assess all real property located within the City in accordance with a two year assessment and equalization maintenance plan approved by the State Tax Commission. The office is funded through reimbursements from the state and commissions from other taxing jurisdictions. The City subsidizes the operating cost of the office through a General Fund appropriation in Department 190 City Wide Accounts. In FY01, the Assessor's office will promote interdepartmental cooperation to fund and create photographic display of real estate parcels within the City. The office will also seek to work with the License Collector to make returns easier to file for manufacturers and maintain a web site through which the Assessor's information may be accessed.

Budget By Expenditure Category	Actual FY99	Budget FY00	Budget FY01
Personal Services	2,647,473	2,798,584	2,987,774
Supplies	13,618	16,500	18,500
Materials	0	0	0
Equipment	11,931	43,219	33,000
Contractual Services	322,655	327,500	320,700
Fixed and Miscellaneous Charges	262,800	268,000	268,000
Debt Service Charges	0	0	0
<b>Total</b>	<b>\$3,258,477</b>	<b>\$3,453,803</b>	<b>\$3,627,974</b>

### Number of Full Time Positions

Total	83.0	81.0	80.0
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Service Description	Actual FY99	Estimated FY00	Estimated FY01
o Real estate appraisals	138,915	138,600	138,600
o Personal property appraisals	144,145	136,699	136,699